

# CEA



## C A R E E R   E X E C U T I V E   A S S I G N M E N T

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

**DEPARTMENT:** DEPARTMENT OF INSURANCE

**POSITION TITLE:** Deputy Commissioner, Rate Regulation Branch, CEA 4

**SALARY:** \$8,721 - \$10,174

**FINAL FILING DATE:** June 14, 2007 BY 5:00 P.M., CLOSE OF BUSINESS

**LOCATION:** San Francisco

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Chief Deputy of Operations, the Deputy Commissioner, Rate Regulation Branch formulates policies for and organizes and directs the statewide activities of the Rate Regulation Branch. The Deputy Commissioner, Rate Regulation Branch also advises the Insurance Commissioner on administrative and program policy; serves as technical consultant to the Insurance Commissioner and other divisions of the Department in rating matters; acts in a liaison capacity between the Department/Commissioner and rating organizations and consumer advisory organizations; supervises the technical study and preparation of computer programs, reports and statistical rating comparisons regarding rates and rating practices; generally provides information and other assistance concerning insurance rates to members of the Executive or Legislative Branches of government, the public, the news media, insurance commissioners from other states and California control agency personnel.

### MINIMUM QUALIFICATIONS

Applicants must meet one (1) of the following requirements:

1. Civil service employee with Permanent California State Civil Service status.
2. Current or former legislative employee with two (2) or more consecutive years of service as defined in Government Code Section 18990.
3. Current or former executive branch employee with two (2) or more consecutive years of non-elected exempt service as defined in Government Code Section 18992.

Applicants must also satisfy the qualifications described below.

Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge, skills and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation, development and implementation; personnel management techniques; the Department's Diversity Program objectives; and a manager's role in the Diversity Program.

2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Diversity Program objectives.

These knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, and organization coordination and control; and fiscal and personnel management.

### **DESIRABLE QUALIFICATIONS**

- Thorough knowledge of all aspects of rate making including analysis of rate filings, field examinations of company rate making practices, statistical analysis of rates and participation in rate increase public hearings.
- Broad understanding of Workers' Compensation issues and Proposition 103.
- Ability to review and analyze proposed legislation and advise management of impact or potential impact of proposed legislation; and make effective presentations.
- Experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control.
- Knowledge of the laws, rules and regulations that govern insurance activities.
- Ability to work successfully with the Insurance Commissioner, the Executive Staff, Division and Bureau Chiefs, various consumer advocacy groups, the insurance industry and officials from other State agencies.

### **EXAMINATION INFORMATION**

Applications, resumes and qualification descriptions will be reviewed by departmental executives. Candidates may be selected for a final hiring interview, but the Department reserves the right to make a selection based solely on the information contained in the applications, resumes and qualifications descriptions.

### **FILING INFORMATION**

Interested applicants must send a standard State of California application (Form STD-678), a resume and a one-page description of applicable qualifications to:

Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13th Floor  
Sacramento, CA 95814  
Attention: Norma Medina

All applications must be **received by 5:00 p.m. on June 14, 2007, the final filing date.** General questions concerning this announcement should be directed to Norma Medina (916) 492-3318. To request an application and/or copy of this announcement, please call **(916) 492-3393.**

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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